

The purpose of this data collection is to gather Average Daily Membership (ADM). The rules and guidelines for reporting ADM have not changed. Based on legislation and the rules of the State Board of Education, the **first count** of students in ADM will occur on **September 14, 2007**. This collection of ADM will be used for the calculation of State Support in 2008. The **second count** of students in ADM will occur on **December 3, 2007**. The **third count** of students in ADM will occur on **May 1, 2008**.

Audience

Public schools and Charter schools should report ADM for students being educated in grades K-12. The Student Residence Report, DOE-SR, also collected in the Application Center, is an additional required collection for charter schools during Period 1 of the collection year.

Instructions

The **first required collection period** for ADM begins on September 14, 2007, and will last until **October 1, 2007, 8:00 a.m. EST**, which is the **final** date for first submission. The **signoff period** will begin on October 1, 2007 at 9:00 a.m. EST through October 5, 2007 8:00 a.m. EST. The Office of Financial Management, Analysis and Reporting requires the **final corporation Report of Average Daily Membership** be signed by the Superintendent and Treasurer/Trustee and mailed to their division (see reference section for address). The signed report must reflect the totals in the Application Center and all membership conflicts must be resolved before the report is printed and returned. **Any corrections or additions to the DOE-ME data after the report is mailed will require another signed and returned report.**

The **second required collection period** for ADM begins on December 3, 2007, and will last until **December 17, 2007, 8:00 a.m. EST**, which is the **final** date for the second submission. The **signoff period** will begin on December 17, 2007 at 9:00 a.m. EST through December 28, 2007, 8:00 a.m. EST. The Division of Financial Management requires the **final corporation Report of Average Daily Membership** be signed by the Superintendent and Treasurer/Trustee and mailed to their division (see reference section for address). The signed report must reflect the totals in the Application Center and all membership conflicts must be resolved before the report is printed and returned. **Any corrections or additions to the DOE-ME data after the report is mailed will require another signed and returned report.**

The **third required collection period** is for an informational ADM count that begins on May 1, 2008, and will last until **May 21, 2008, 8:00 a.m. EDT**, which is the **final** date for the third submission. The **signoff period** will begin on May 21, 2008 at 9:00 a.m. EDT through May 28, 2008, 8:00 a.m. EDT. The Division of Financial Management requires the **final corporation Report of Average Daily Membership** be signed by the Superintendent and Treasurer/Trustee and mailed to their division (see reference section for address). The signed report must reflect the totals in the Application Center and all membership conflicts must be resolved before the report is printed and returned. **Any corrections or additions to the DOE-ME data after the report is mailed will require another signed and returned report.**

During each of the collection periods you are required to submit a file and review the processing results for errors. The file may be in any of the formats contained in this document and must contain all the fields in the order described. The STN must exist in the STN Lookup in the Application Center before submitting membership data. If there are errors or inaccuracies you may correct the data file and resubmit the file until the close of the collection. Additionally, you are required to review the reports under Data Verification for accuracy. These reports are provided for you under Reports and should be printed and approved by the responsible person(s). The ME Roster Download provides a list of students submitted, including name, grade and ADM Type. The ADM Comparison Report compares ADM data from different periods and should be reviewed to check for any unanticipated changes.

Supporting documentation of enrollment and attendance information by grade and school must be available in the event of an audit of state distributions by Board of Accounts.

Membership Conflicts

Membership conflicts occur when two or more corporations count the same student as part of their ADM. Generally, this occurs for a student that can be counted by the corporation of legal settlement and not the corporation where the student is receiving an education. These conflicts need to be resolved quickly and accurately. The "Conflicts Report" found under Data Verification will provide all membership information on the student supplied by all schools or corporations involved in the conflict and will be made available to all schools or corporations involved in the conflict. The DOE-ME records in conflict are **removed** from the database until the responsible school/corporation determines that the **student cannot be counted in their membership**. Conflicts will be time stamped and will not remain open issues. Conflicts must be resolved in a timely manner or the student **will not be included** in any corporations ADM count.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes	FILE DUE DATE
1 A	School Number	4	State Assigned School ID Allowable codes are: State assigned school number 9999 Required Field: Yes	School number where this student is being educated Note: Available in the application center is the School and Corp Lookup to obtain/validate the number. 9999 for Transfers Out See Scenario #1	September 15-29 December 1-15 May 1-20
2 B	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: Yes	The STN must exist in the DOE-STN Lookup	
3 C	ADM Type	1	Allowable Codes Are: 1-6 Required Field: Yes	Student is enrolled and attending this <u>reported school</u> as a: 1 = Resident Enrollment 2 = Transfers Out 3 = Cash Transfers 4 = State Obligations 5 = Placements In 6 = Dual Enrollment	See section on Determining Membership
4 D	Corporation Number of Legal Settlement	4	Corporation number for corporation of <u>legal settlement</u> Allowable values are: State assigned corporation number of the school where the student is being educated 9999 State assigned corporation number of legal settlement Required Field: Yes	State Assigned Corporation Number Corporation numbers checked for validity. 9999 for Placements In See Scenario #1 Note: Available in the application center is the School and Corp Lookup to obtain/validate the number.	See section on Determining Membership
5 E	Instructional Days	3	Number of instructional days for a student considered a <u>Dual Enrollment</u> student. Allowable values are: 1 - 180 Blank = not applicable for this student Required Field: This is a required field for students that have dual enrollment with a nonpublic or home school.	The student has dual enrollment with a nonpublic school. Not more than 180	See section on Determining Membership
6 F	Instructional Minutes	3	Dual enrolled student minutes of instruction during the course of one full day Allowable values are: 1 - 400 Blank = not applicable for this student Required Field: This is a required field for students that have <u>dual enrollment</u> with a nonpublic or home school.	The student has dual enrollment with a nonpublic or home school. Examples: 50 = 50 minutes 60 = 1 hour 300 = full day for elementary 360 = full day for secondary Do not include extended day or additional services beyond the regular school day	See section on Determining Membership

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Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes	FILE DUE DATE
7	Grade Level	2	<p>Grade level of the student.</p> <p>Allowable values are: KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult</p> <p>Required Field: Yes</p>	<p>Prekindergarten (PK) students are NOT reported for ADM.</p> <p><u>Grade 12+/Adult:</u> These may be students who received <i>Certificates of Achievement</i> or <i>Course Completion</i> and who have returned for further education and to possibly earn a regular or other diploma. Adult students attending Adult Education Programs and being reported to Adult Education should not be reported on the DOE-ME.</p> <p>Eligible Grade 12+/Adult (13) that can be reported on the DOE-ME will be COUNTED in Grade 12. Schools should report ADM for students being educated in grades K-12. Refer to the section: <u>Determining Membership</u>.</p>	See section on Determining Membership
8	County of Legal Residence	2	<p>What is the two digit county number of the county of legal residence of the student?</p> <p>Allowable values are: 01-92 = Indiana County codes 99 = Out of State</p> <p>Required Field: Yes</p>	See Reference section for County names and codes	

References:

STN Calendar

Definitions and instructions (Supplied by the Division of School Financial Management) are included in the ADM Type Definitions section.

Indiana School Laws and Rules 511 IAC 1-3-2

IPS Desegregation Order No. IP-68-C-225

DOE-CL School Calendar –instructional minutes used for dual enrolled students

Mailing Address for the **Report of Average Daily Membership (ADM) for the 2007-2008 School Year**

Office of Financial Management, Analysis & Reporting

Room 229, State House

Indianapolis, IN 46204-2798

Common Scenarios

The following section contains several likely scenarios of student membership and a description of how they would be reported.

Determining Membership

Scenario #1: Student has legal settlement in your district and is attending your corporation.

Scenario #2: Student has legal settlement in your district and is attending in another district.

Scenario #3: Student is attending in your district because of State Obligations.

Scenario #4: Student has legal settlement in your district, attends a Nonpublic school or home school and your school.

Scenario #5: Student has legal settlement in IPS and attends one of the six (6) township schools under the Desegregation Order No. IP-68-C-225 will be reported by IPS.

Scenario #6: Student has legal settlement in Indiana, is attending in your district, and has been placed by parents in an Institution or Treatment center.

Scenario #7: Charter Schools report students as a resident enrollment, type 1.

Scenario #8: Student has legal settlement another district and attending in your district based on an agreement under which the parents will pay transfer tuition to your corporation.

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Reporting Results for all types and scenarios:

Legend:

X = Field required

N/A = Not applicable

N = No

9999 = Unknown corporation of legal settlement

ADM Type	Scenario Reference	School	Corp of legal settlement	Instruct Days	Instruct Minutes
1 – Resident Enrollment	1,7	X	X	N/A	N/A
2 – Transfers Out	2,5	X	X	N/A	N/A
3 – Cash Transfers	8	X	X	N/A	N/A
4 – State Obligations	3	X	X	N/A	N/A
5 – Placements In	6	X	X	N/A	N/A
6 – Dual Enrollment	4	X	X	X	X

Example: Corp 8800 is the corporation reporting data. 0001 is one of their elementary schools.

Corp 9300 is the charter school corporation reporting data for their students in school 1534.

Corp 8800 is the corporation reporting data on a transfer out student that attends school 9222 in another corporation.

Corp 5385 is IPS reporting data on a desegregation student that attends school 5213 in another corporation or district.

ADM Type	Scenario Reference	School	Corp of legal settlement	Instruct Days	Instruct Minutes
1 – Resident Enrollment	1 7	0001 1534	8800 9300	N/A N/A	N/A N/A
2 – Transfers Out	2 5	9222 5213	8800 5385	N/A N/A	N/A N/A
3 – Cash Transfers	8	0001	5385	N/A	N/A
4 – State Obligations	3	0001	8800	N/A	N/A
5 – Placements In	6	0001	9999/8800	N/A	N/A
6 – Dual Enrollment	4	0001	8800	X	X

CATEGORY OF STUDENT	INCLUDED IN ADM COUNT OF	TRANSFER TUITION PAID BY
Resident Enrollment	Corporation of Legal Settlement	Not Applicable
Transfers - Better Accommodations, Parent Placements and Physician Recommended Placement in Health Care Facility	Corporation of Legal Settlement	Corporation of Legal Settlement
Transfers (Rule S-5)	Corporation of Legal Settlement	Corporation of Legal Settlement and Dept. of Education
Cash Transfers	Educating Corporation	Parents
State Obligations	Educating Corporation	Dept. of Education
Placements	Educating Corporation	Corporation Of Legal Settlement
Out-of-State Students	Not Applicable	Person or Entity Making Placement and/or Facility where Student is Placed

Scenario #9: A student from a nonpublic school is enrolled in a public school for speech only 20 minutes 1 day a week.

Reporting Result: The student will be reported by the public school as a dual enrollment type 6. The instructional minutes should be calculated as 4 minutes a day (20 / 5). The instructional days would calculate as 1 day per week.

ADM Type Definitions**Public Schools:**

Resident Enrollment – Students with **legal settlement in your corporation** who are enrolled and attending school in your corporation. This type also includes: (1) special and vocational education students enrolled in your corporation who are attending a cooperative; and (2) foreign exchange students who are residing in, enrolled and attending school in your corporation. The cooperative does not have to be located in your district.

Resident Enrollment for a charter school – Include students who are enrolled and attending school in your charter school.

Transfers out – Students with **legal settlement in your corporation** who are enrolled and attending a public school corporation in Indiana or another state for the following reasons: (1) an agreement between your corporation and the educating corporation, (2) a “better accommodation” student transfer agreement under IC 20-8.1-6.1-2 between your corporation and the students parents, or (3) a “better accommodation” order by the State Board of Education. This type also includes students with **legal settlement in your corporation** who are served by a public or private school under a contract for residential or alternative services through the State Superintendent of Public Instruction. Additionally, this type includes students with **legal settlement in your corporation** who are enrolled and attending school in another Indiana school corporation as a result of a **placement by a parent**, for the students’ physical or emotional health and well being, in a state licensed private or public health care or child care facility that is located in the other school corporation. **If the placement is in a health care facility and is recommended by a physician, the placement must be projected to be for no less than fourteen (14) consecutive calendar days or an aggregate of twenty (20) calendar days.**

Cash Transfers – Students **legal settlement in another corporation** who are enrolled and attending school in your corporation based on an agreement under which the parents will pay transfer tuition to your corporation.

State Obligations – Students who are enrolled and attending in your corporation and whose presence in your corporation is the result of one of the following state actions: (1) placement in an institution operated by the division of disability, aging, and rehabilitative services or the division of mental health that is located in your corporation, or (2) placement by the division of disability, aging, and rehabilitative services or the division of mental health in an institution, a public or private facility, a home, a group home, or an alternative family setting that is located in your corporation. This type **also includes** students who are enrolled and attending school in your corporation who are children of state employees living on state property. **Do not include** students who are placed in your school corporation by parents, by Indiana county welfare offices, Indiana courts, or Indiana licensed child-placing agencies, or by governmental entities from another state.

Placements In – Students who are enrolled and attending school in your corporation as a result of a placement by Indiana county welfare offices, Indiana courts, Indiana licensed child-placing agencies, or by a parent or guardian in a state licensed private or public health facility, child care facility, or foster home that is located in your corporation. Their placement in your corporation is for non-educational reasons.

Dual Enrollment – Students, who are enrolled in your public school and a nonpublic school, have legal settlement in your corporation and receive instructional services from the corporation. (Amendment P L 93 for IC 21-3-1.6(d) changed the definition of ADM to determine dual enrolled students.)

Charter Schools:

Resident enrollment—Students who are enrolled and attending school in your charter school on count day.

State Obligations—Students who are enrolled and attending school in your charter school that are children of state employees living on state property.

Transfers out, cash transfers, placements in, dual enrollment – do not apply to a charter school.

Students NOT included in ADM Count

Transfers In – Students who have **legal settlement in another Indiana school corporation** but who are enrolled and attending school in your school corporation.

Placements out – Students who have **legal settlement** in your school corporation who are **attending another Indiana school corporation** and were placed by Indiana county welfare offices, Indiana courts, Indiana licenses child-placing agencies, or by a parent or guardian in a licensed facility or foster home located in the other school corporation.

Out-of-state-students – Students who have **legal settlement in another state** and who are placed by their parents or by an out-of-state governmental entity in a facility, institution, or treatment center located in your corporation.

Indiana School for the Blind - Students who attend this school are not included in ADM Count, this is a State operated school that does not obtain funding from the Basic Grant.

Indiana School for the Deaf - Students who attend this school are not included in ADM Count, this is a State operated school that does not obtain funding from the Basic Grant.

ADM Calculations

Public Schools: TOTAL ADM equals RESIDENT ENROLLMENT plus TRANSFERS OUT plus CASH TRANSFERS plus STATE OBLIGATIONS plus PLACEMENTS IN plus DUAL ENROLLMENT.

Charter Schools: TOTAL ADM equals RESIDENT ENROLLMENT plus STATE OBLIGATIONS.

Dual Enrollment Full Time Equivalency

In determining the ADM, each pupil enrolled in a public school and a nonpublic school is to be counted on a full-time equivalency basis. The calculation of full-time equivalency will be reflected on the **ADM Summary Report** and applies to each student who:

- 1) is enrolled in your public school corporation and a nonpublic school;
- 2) has legal settlement in your corporation; and
- 3) receives instructional services from your corporation

Example of calculation:

Students in Grades 1-12:

A = Number of instructional days for student (Field #5) divided by 180
 B = Student's public school instructional time (Field #6) divided by Actual public school instructional time rounded to the nearest .01
 Rounded by nearest .01

Minutes used in this calculation will be obtained from the DOE-CL School Calendar.

C = A multiplied by B

D = C multiplied by 1.05 Round D to nearest .01
 Not greater than 1

FTE for students in grades 1-12 = D

Students in Kindergarten:

E = D multiplied by .50

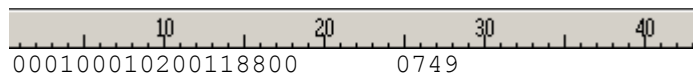
FTE for student in kindergarten = E

Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

0001,000102001,1,8800,,,07,49

Positional Format


000100010200118800 0749

XML Format

```
<XIF_MEData>
  <Corporation Id="8800">
    <School Id="0001">
      <Student STN="000102001">
        <SchoolUse Grade="" />
        <ADMInfo ADMType="" InstructionalDays="" InstructionalMinutes="" />
        <LegalArea LegalCorp="" LegalCounty="" />
      </Student>
    </School>
  </Corporation>
</XIF_MEData>
```

CHANGE HISTORY

Version	Change History
03.24.08	Corrected end-of-signoff date for Period 3 in Instructions (from "2007" to "2008").
03.18.08	Changed references of "Message Center" to "Data Verification" Added information regarding available reports Dual Enrollment Full Time Equivalency example changed from using "verification of instructional minutes" process to using the DOE-CL School Calendar
08.01.07	Due dates changed. Instructions revised for 3 collection and signoff periods.
	Start of 07-08 Collection
08.24.06	Collection date change from April 6 to May 1, 2007 per IC 20-19-4-2.
06.21.06	XML format, removed grade from ADMInfo.
05.30.06	County of Legal Residence added. Collection dates changed.
	Start of 06-07 Collection
09.21.05	The positional format layout was missing the ADM Type field.
09.16.05	Trial period removed. Reference to DOE-PS on STN Number removed. Scenario #9 added for dual enrolled students.
08.03.05	Due Date on fields 6 and 7 changed.
06.22.05	Purpose of collection revised. Instructions to include two collection periods changed. Verification of instructional minutes removed. Membership Conflicts instructions added. Two due dates included on each field. Field 7 changed from ADA to Grade Level. Definition table added in the Defining Membership section. Comma delimited, Positional, and XML Formats changed to reflect change in field 7.
	Start of 05-06 Collection
12.07.04	Scenario #6 changed from in another state to Indiana.
12.06.04	Transfer out ADM type clarification on field 1, added note about cooperative on resident enrollment definition, added scenario #8 for clarification.
11.23.04	Grammatical error corrected.
10.27.04	Field #6 expanded time. Verification of instructional time instructions added.
10.15.04	Original layout
	Start of 04-05 Collection